

Lake Forest HOA--Siding Renovation Project

## Construction Committee Meeting

### MINUTES

July 24, 2019, Wednesday, 6:00-7:30pm

**Conference call meeting (only)** 1-877-858-5743 and the pass code is 174455 (moderator code 7343)

**Members Attending:** Kathy Chinoy, Dennis Murphy, Bob Seibert, Hub Helm, David Ehrenberger (Chair); Ron Drake (Owner's Representative). Absent: Patti Tofey

**Attachments:** Minutes 6.17.19; Invoices Paid: EC 6.16.19, Drake 6.23.19, 7.5.19

### AGENDA

1. Minutes: 6.17.19 approved as written
2. Owners Representative Report (Ron Drake):
  - a. Construction Timeline and Status: 15<sup>th</sup> week (out of 30 weeks)
    1. Started on Building A June 20, all windows replaced and inspected. Trim carpenters will begin work on this Building next week. Delay in material delivery (Diamond Kote siding, touch up paint and caulking)—due August 8<sup>th</sup>. Ed is still confident re ability to complete the job on time. Demo on all buildings and garages A-D are well underway. Dennis will contact Stacy at LP Diamond Kote will be contacted to ensure the delivery is ASAP and not further delayed.
  - b. Owner Issues: Vestibule landing tinted stain color—concern re color is too light. This will be evaluated by Patty and will get her consultants' opinion to ensure the color is appropriate.
  - c. Subcontractor updates (Ron):
    1. Exterior lighting fixtures: Ron has evaluating all, cleaned and sprayed those in good shape. Some will need replacement.
3. SRP Budget, Revenue & Invoice Update (K Chinoy, D Ehrenberger):
  - a. Invoices approved for payment—attached. Reviewed.
  - b. Siding expenses on budget.
4. SRP Issues
  - a. Garage Drainage Pan (R Drake, D Murphy)
    1. Project status and timeline: Dennis notes that the work done has been fantastic—completed all the drainage work and half of the entry driveway and should finish this and the Building B (1610) grate/step this weekend.
  - b. Acknowledgement of the great work being done by the Excellent Construction worker crews (K Chinoy). A gift card is being recommended (perhaps a \$100 gift card, perhaps Walmart)—Kathy will determine the number and names. Include a note of thanks, signed by the Board and CC members. Dennis suggests \$50 now and \$50 at the end. David will put a card together.

- c. Spa: rock wainscoting on the bare concrete—will consider this if materials and budget allows.
  - d. Building A, while removing the 3<sup>rd</sup> level deck railing (303A), the deck began to separate from the building with one worker—joist hangers had no fasteners to connect to the building. Deck had been held on by the railing. Fortunately, Ed's crew was quick to move the lift machinery to stabilize the loose deck and there were no injuries. Timber locks will be used to secure the joists. Ed's crew will carefully inspect all remaining decks to ensure this is not a recurrent problem and to ensure the safety of everyone. This is the third serious structural issues (in addition to a rotten deck post, non-secured railings). Dennis will discuss with Ed re inspecting all decks ASAP and we will notify all owners that a serious structural and safety issue has discovered—caution should be used and the Construction Committee
5. CC Subcommittee Reports (all)
- a. Signage; Building and Garage Numbering (D Murphy, D Ehrenberger)
    - 1. Unit, vestibule, garage, HOA Entry—Unit and Building numbers replaced (temporarily) while the final design is being completed.
    - 2. Starboard is used in the Marine business—may be a good base material.
  - b. Vestibule Renovation/Painting (above)
  - c. Garage Door Seals—Ron has been successful in getting access to most units (all but 2-4). Any garages that remain inaccessible will need to have a lock smith to open the garage door (would need a certified letter notification >48hours).
  - d. Unit 104B (Christine Gibbs): has not responded to contact attempts in order to install her window. Kathy notes that Kevin has contacted her successfully.
  - e. Communication with Owners: Due for an Owner update. David will use Luke's recent summary and pics from Hub and include what we discovered re 3<sup>rd</sup> floor decks.
  - f. Other: Building 1630 entry—sloped metal grate at vestibule entry. See above.
6. Next Meeting: 8.21.19 6:00-7:30p

--David Ehrenberger